

OFFICE OF CIVILIAN DEFENSE
WASHINGTON, D. C.

CIVIL AIR PATROL

OPERATIONS DIRECTIVE)
NO. 25)

NATIONAL HEADQUARTERS
WASHINGTON, AUGUST 10, 1942

COURIER SERVICE

1. General

All Civil Air Patrol Courier Services will operate under authorization orders issued by National Headquarters. Said services will be limited to the performance of official missions for the Federal and State Governments of the United States, or any subdivision, unit, department or agency thereof, for the American Red Cross, and for war industries.

2. Designation

Where Courier Service is authorized by National Headquarters, the base or headquarters of said service will be designated as a Courier Service Station. Said stations will be numbered serially as authorizations therefor are issued and will be referred to by number. (Example:- Courier Service Station No. 1).

3. Organization

All Courier Services will be organized in accordance with the instructions herein set forth.

4. Establishment of Courier Service

a. With the exception of requests filed with National Headquarters by agencies of the Federal Government, all requests for Courier Service and all arrangements incident thereto will in each case be cleared with Wing Headquarters. Except in cases of emergency, Wing Headquarters will submit complete information covering proposed service to National Headquarters and said service will not be undertaken until National Headquarters has issued general authorization orders therefor.

b. Wing Commanders will in each case submit said information to National Headquarters in the form of a written report setting forth the following:

- (1) Name and address of agency or organization for which Courier Service is proposed.
- (2) Type and probable duration of service and date operations are desired to begin.

- (3) Proposed location of station or stations.
- (4) Proposed routes.
- (5) Estimate of daily service required. (Number of airplanes to be operated daily; estimated number of passengers; kind and total weight of cargo to be carried; number and extent of trips; number of stand-by airplanes to be held in reserve; etc.)
- (6) Total number of airplanes proposed to be assigned to said service.
- (7) Total number of airplanes available for assignment.
- (8) Whether personnel and airplanes will be assigned to continuous periods or on a rotation basis in which they are drawn from a pool of available personnel and equipment.
- (9) Detailed statement of estimated expenses of proposed service, including per diem and airplane allowances, telephone and telegraph charges, etc.
- (10) Availability of funds to cover expenses of proposed service.

c. All plans for Courier Service, designation of Courier Service Stations, and assignments of personnel and equipment to Courier Service duty will be fully reported to National Headquarters and subject to orders from National Headquarters.

d. Agencies of the Federal Government desiring Courier Service should address National Headquarters through the chiefs of their respective departments, bureaus, or services requesting such service and should take appropriate steps to make available the necessary funds. Such requests should be made in writing and should contain such of the information listed in paragraph 4 b hereof as may pertain to the proposed service.

5. Table of Organization

The following Table of Organization represents the maximum authorized strength, excepting pilots, for Courier Service Stations and is based on the number of airplanes in daily operation. The number of personnel of each category assigned to Courier Service Stations will be determined by operating requirements, but will in no case exceed the authorized maximum, except upon written authorization from National Headquarters. The number of pilots assigned to duty on Courier Services will be determined in each case by operating requirements and will be held to the minimum consistent with such requirements.

AIRPLANES IN DAILY OPERATION

PERSONNEL (EXCEPTING PILOTS)

* 3 to 5

** Operations Officer.....1

6 to 10

** Operations Officer.....1
Clerk-Typist.....1

11 to 15

Operations Officer.....1
** Asst. Operations Officer.....1
Clerk-Typist.....1

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16 to 20

Operations Officer.....1
** Asst. Operations Officer.....1
Clerk-typists.....2

* For operations involving less than three airplanes in daily operation, one of the pilots will be designated to act as Operations Officer.

** Will also act as Engineering Officer.

6. Succession of Command

Courier Services will in each case operate under the command and general supervision of the Wing Commander authorized by National Headquarters and will be in the charge of a duly appointed Operations Officer. During the absence of the Operations Officer, the Assistant Operations Officer, or one of the pilots designated to act as Assistant Operations Officer, as the case may be, will be in charge.

7. Membership Requirement

Assignments to Courier Service will be limited to properly qualified members of the Civil Air Patrol holding official Membership Identification Cards. No applicants for enrollment who do not hold official identification cards will be assigned to duty on Courier Service, including temporary duty, except upon written authorization from National Headquarters. Non-members of the Civil Air Patrol will not be permitted to engage in any Courier Service activities.

8. Assignment of Personnel

a. All assignments to duty as Operations Officers or Assistant Operations Officers for Courier Service Stations will in each case be made by the Wing Commander having jurisdiction under authorization issued by National Headquarters, which headquarters will be advised of said assignments. All other assignments of personnel to Courier Services will be made by said Wing Commanders or by such subordinate Unit Commanders as they may designate.

b. All assignments, reassignments, or terminations of assignments will be effected by Special Orders issued by the headquarters making such assignments. Carbon copies of such Special Orders will be forwarded to National Headquarters.

9. Operations Officers

Operations Officers and Assistant Operations Officers are required to be pilots meeting all the requirements hereinafter set forth in paragraph 10 for pilots engaged in the transportation of passengers. So far as possible, consistent with their administrative duties, Operations Officers and Assistant Operations Officers will also serve as pilots.

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10. Pilots

a. All pilots assigned to duty on Courier Service will be required to hold an effective Civil Aeronautics Administration Airman Certificate of the grade of Private Pilot, or higher.

b. In addition to the foregoing requirement, pilots assigned to carry passengers will be required to have officially logged a minimum of 150 hours as pilot, including not less than 50 hours on cross-country flying, and at least 10 hours of said officially logged flying time shall have been flown in the six months preceding said assignment.

c. Pilots who hold an effective Civil Aeronautics Administration Airman Certificate of the grade of Private Pilot or higher, but do not meet the requirements set forth in the foregoing subparagraph b, may be assigned to missions which do not involve the carrying of passengers.

d. All Civil Air Patrol pilots, including both men and women, who meet the requirements herein set forth are eligible for Courier Service assignments.

11. Assignment of Airplanes

All assignments of airplanes to Courier Service will be made by authorized Wing Headquarters or by such subordinate Headquarters as Wing Headquarters may designate. Carbon copies of assignments of airplanes will be forwarded to National Headquarters.

12. Airplanes

a. All airplanes assigned to Courier Service will be of less than ninety horsepower (90 h.p.), unless otherwise specifically authorized in writing by National Headquarters.

b. Said airplanes are not required to be equipped for instrument flying.

c. Radio equipment will be required only in such cases as may be necessary to comply with Federal and/or local regulations.

d. All aircraft assigned to Courier Service will be required to have a currently effective Civil Aeronautics Administration Airworthiness Certificate.

13. Reimbursements

a. All reimbursements for Courier Service will be made in accordance with the reimbursement schedules presented in Operations Directive No. 16-A - Reimbursement Schedules for Courier Missions and Miscellaneous Services - July 31, 1942. These schedules set forth the Per Diem Allowances for personnel assigned to duty on Courier Service and the Rates paid for the use of airplanes assigned to Courier Service.

Said Per Diem allowances apply for each day personnel are actually on Courier Service duty. In cases of personnel on duty for periods of thirty or more consecutive days, said Per Diem allowances will also apply for one rest day per week during such period. Rest days will not be cumulative.

b. Except in cases of emergency, no Courier Service will be undertaken until the funds necessary for reimbursement therefor have actually been made available.

c. Reimbursements for Courier Service may be made either through National Headquarters of Civil Air Patrol or direct by the employing agency, as said employing agency may prefer. In the former case, the necessary funds will previously have been allocated to the Office of Civilian Defense - Civil Air Patrol, and all Per Diem and Airplane Vouchers will be submitted to National Headquarters. In the latter case, said vouchers will be submitted to the employing agency.

d. All Per Diem and Airplane Vouchers will be certified by the Civil Air Patrol officer in charge of the particular Courier Service involved and also by the payee and will be submitted as of the fifteenth and last day of each month. Said Per Diem allowances for personnel and said Rates for the use of aircraft are the only allowances made by the Government to cover living expenses and personal service of personnel and expenses, both tangible and intangible, incident to the operation, inspection, maintenance, overhaul, repair, depreciation, replacement and insurance of aircraft on Courier Service duty.

e. All checks covering reimbursements for Courier Service will in each case be delivered to the Civil Air Patrol officer in charge in order that he may see that the prescribed insurance payments are properly made.

14. Insurance

All courier missions are required to be covered by Liability, Crash, and Accident Insurance, as prescribed in Operations Directive No. 16-A. No courier missions will be undertaken until such insurance is first secured in the manner set forth in said directive and the General Memoranda referred to therein.

15. Functional Titles

In the preparation of vouchers, reports and other documents and in correspondence, the only functional titles used in referring to personnel assigned to duty on Courier Service will be the titles listed in paragraph 5 hereof.

16. Civil Air Patrol Uniforms

All personnel assigned to duty on Courier Service will wear regulation Civil Air Patrol uniforms and insignia while on duty. Said uniforms will, in each case have securely sewed to the outer half of the left sleeve thereof, one-half inch below the shoulder seam, the official Civil Air Patrol shoulder patch. No other uniforms or insignia will be worn by said personnel while on duty.

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17. Membership Identification Cards

All personnel assigned to duty on Courier Service will carry with them at all times while on duty, their official Membership Identification Cards.

18. Airplane Markings

All airplanes on Courier Service duty will display on wings and fuselage the Civil Air Patrol basic insignia (blue disk with superimposed white triangle and with red three-blade propeller superimposed on triangle) in the manner prescribed in paragraph 2 1 of General Memorandum No. 45 - Uniform, Insignia and Rank - July 17, 1942. Any aircraft while displaying such insignia will be flown exclusively by members of the Civil Air Patrol. (The letters "U.S." are not a part of the insignia used in airplane markings.)

19. Operations Orders

All Courier Missions will be covered by official Operations Orders in accordance with the provisions of Operations Directive No. 5 - Operations Orders for Flight Missions - March 6, 1942. (The short form of operations orders presented in Attachment B of Training Directive No. 15 is recommended for this purpose.) Said orders will in each case be issued by the Operations Officer in charge.

20. Assignments

No pilot will be assigned to any particular Courier Mission who, in the opinion of the Operations Officer in charge, is not qualified to perform successfully the mission in question; nor will any aircraft be assigned to any such mission which, in the opinion of said Operations Officer, is not airworthy, properly equipped, or otherwise qualified for the successful performance of the mission.

21. Observance of Regulations

All Courier Service operations will be conducted in strict accordance with the requirements of (a) the Civil Air Regulations, (b) any special clearance and flight regulations of the Civil Aeronautics Administration and the armed services, (c) applicable Civil Air Patrol directives, and (d) local regulations.

22. General Limitation

Courier Service will be limited to day-time contact flying and will not operate over mountainous terrain, except upon written authorization from National Headquarters.

23. Co-Pilots and Observers

No co-pilots or observers will be carried on Courier Missions, except upon written authorization from National Headquarters.

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24. Passengers and Cargo

No passengers or cargo will be carried except on official business for official agencies of Federal, State or local governments, the American Red Cross, and war industries. Unauthorized passengers or cargo will not be carried.

25. Safety of Operations

a. Strictest safety standards as to flight procedures and airworthiness of airplanes will be maintained at all times. Either the Operations Officer in charge or the pilot may cancel any flight on the grounds of safety.

b. All cargo will be properly secured to avoid any shifting thereof in flight.

c. All dual controls will be removed or rendered inoperative.

26. Stand-by Airplanes

The number of stand-by airplanes held in reserve will be held to the minimum consistent with the operations involved and will be subject to the approval of National Headquarters.

27. Operation and Maintenance Pool

a. As stated in paragraph 13 d hereof the hourly rates paid for the use of aircraft on Courier Service duty are the only allowances made by the Government to cover expenses both tangible and intangible, incident to the operation, inspection, maintenance, overhaul, repair, depreciation, replacement, and insurance of said aircraft. The owners of such aircraft will be required to have same properly inspected and to maintain same in an airworthy condition at all times throughout the period the aircraft are assigned to Courier Service duty.

b. The owners of said aircraft may find it desirable to organize a pool from said aircraft allowances paid them by the Government with which to hire such mechanical services as may be necessary for the proper inspection, maintenance, and repair of their aircraft.

28. Firearms

Firearms will be carried only when necessary to insure the safety and security of personnel, equipment, and cargo. In accordance with the provisions of the Rules of Land Warfare, said firearms will be carried openly.

29. Emergency Cases

Cases of emergency which, in the opinion of the Civil Air Patrol officer in charge, call for a departure from the regular pro-

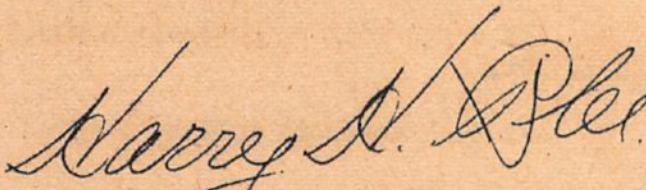
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cedure set forth in this Operations Directive, will in each case be covered by a written report to National Headquarters setting forth in detail (a) the factors justifying such emergency action and (b) the missions performed.

30. Competition with Commercial Carriers

Competition with established commercial carriers will be strictly avoided. Civil Air Patrol Courier Service is exclusively an emergency wartime service.

By direction of National Commander JOHNSON:


HARRY H. BLEE
Colonel, Army Air Forces
Operations Officer